DOCUMENT RESUME

ED 087 326 HE 005 129

TITLE	Fashion Institute of Technology Union Contract.
INSTITUTION	Fashion Inst. of Tech., New York, N.Y.
PUB DATE	[72]
NOTE	55p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	College Faculty; Contracts; Faculty Promotion; *Governance; *Grievance Procedures; *Higher Education; Leave of Absence; *Negotiation Agreements; Teacher Salaries; *Teacher Welfare; Tenure
IDENTIFIERS	*Fashion Institute of Technology; UFCT; United Federation of College Teachers

ABSTRACT

This document presents the union contract of the Fashion Institute of Technology. Articles cover union recognition; governance; welfare; grievance; leaves of absence and sick leave; salary and checkoff; academic calendar; matters not covered; duration; personnel files; conformity to law-savings clause; appointment-faculty; promotion-faculty; reappointment, tenure, and job security-faculty; assignment of program; nonclassroom faculty and classroom technologists; vacations - nonclassroom technologists and staff; holidays and vacations - faculty; holidays and vacations - nonclassroom faculty and classroom technologists; regular workday and work week; overtime conditions; working conditions; fulltime salaries; hourly rates for part time teaching; and parttime staff and technologists hourly rates. (MJM)

ED 087326

FIT
New York
AFT/AFT
2 year

FASHION INSTITUTE OF TECHNOLOGY

UNION CONTRACT

	PAGE
UNION RECOGNITION	A, B
GOVERNANCE	1
WELFARE	8
GRIEVANCE	9
LEAVES OF ABSENCE & SICK LEAVE	15
SALARY & CHECK-OFF	19
ACADEMIC CALENDAR	19
MATTERS NOT COVERED	20
DURATION	20
PERSONNEL FILES	21
CONFORMITY TO LAW-SAVINGS CLAUSE	22
APPOINTMENT - FACULTY	23
PROMOTION - FACULTY	25
REAPPOINTMENT, TENURE, & JOB SECURITY - FACULTY	29
ASSIGNMENT OF PROGRAM	35
NON-CLASSROOM FACULTY & CLASSROOM TECHNOLOGISTS	38
VACATIONS - NON-CLASSROOM TECHNOLOGISTS & STAFF	39
HOLIDAYS & VACATIONS - FACULTY	41
HOLIDAYS & VACATIONS - NON-CLASSROOM FACULTY & CLASSROOM TECHNOLOGISTS	41
REGULAR WORKDAY & WORK WEEK - NON-CLASSROOM TECHNOLOGISTS & STAFF	42
OVERTIME CONDITIONS	43
HOLIDAYS - NON-CLASSROOM TECHNOLOGISTS & STAFF	44
WORKING CONDITIONS - FACULTY	45
FULL TIME SALARIES	46
HOURLY RATES FOR PART TIME TEACHING	50a
PART TIME STAFF & TECHNOLOGISTS - HOURLY RATES	51

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

HE 005 129

UNION RECOGNITION

F.I.T. recognizes the U.F.C.T. Chapter or its successors as the exclusive bargaining representative for all those listed below. A list of new employees in the categories represented by the union shall be furnished to the Secretary of the F.I.T. Chapter by the college Personnel Unit. This list shall be kept up to date and shall indicate department and title.

FACULTY

A. Classroom faculty

- Day - academic year
- Evening - academic year
- Day - summer
- Evening - summer

B. Non classroom faculty

- Librarians
- Asst. Librarians
- Audiovisualists
- Registrars
- Asst. Registrars
- Placement Counselors
- Coordinator of Counseling Center
- Counselors to Students
- Admissions Counselors
- Student Activities Counselor
- Nurse
- Director of Admissions
- Asst. Administrators - Division of Continuing Education

TECHNOLOGISTS

- Classroom Technologists
- Materials Specialists
- Asst. to Materials Specialists
- Materials Assts.
- Non Classroom Technologists A
- Non Classroom Technologists B
- Part time Classroom Technologists
- Part time non classroom Technologists "A"
- Part time non classroom Technologists "B"

UNION RECOGNITION

STAFF

- Keypunch Operator
- Clerical Assistants
- Switchboard Assistants
- Duplicating Machine Operators
- Offset Press Operators
- Clerk Typists
- Accounting Clerks I
- Mail Clerks
- Switchboard Operators
- Secretaries I
- Library Clerks
- Stockroom Assistants
- Library Aides
- Secretaries II
- Accounting Clerks II
- Personnel Assistants
- Department Secretaries
- Purchasing Assistants
- Asst. Supervisors of Messengers, Mail and Duplicating Services
- Administrative Secretaries
- Financial Aid Officers
- Records and Registration Assistants
- Purchasing Directors
- Supervisors of Messengers, Mail & Duplicating Services
- Administrative Assistants
- Fashion Design Exhibit Assistants
- Computer Programmers
- Senior Computer Programmers
- Junior Computer Programmers
- Staff Personnel Officers
- Payroll Supervisors
- College Publications Editors
- Payroll Analysts

And all others employed or later to be employed in similar positions.

The parties to this contract reserve the right to petition PERB to include or exclude any category from this contract.

TAYLOR LAW

It is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefor, shall not become effective until the appropriate legislative body has given approval.

GOVERNANCE

1. The President of FIT shall be available for consultation with the Chapter Chairman or the Executive Committee of the UFCT Chapter at meetings to be held not less than once a month.

2. For meetings with the Executive Committee, items shall be placed on an agenda and distributed to the appropriate parties not less than one week prior to such meetings. This requirement can be waived by mutual agreement.

3. Such meetings shall be on a regularly scheduled basis except that variations may be made in case of unforeseen conditions.

4. Consultation of the President and other administrative personnel with union members shall not be restricted to the consultation meetings referred to in this section.

5. (a) The faculty shall participate in the formulation of policy in relation to curriculum, scholarship, and student activities through elected committees of the Faculty Association and shall make recommendations related to these matters to the President of FIT, who shall report these recommendations, with his comments, to the Board of Trustees for its consideration.

(b) The Union Executive Committee, on be-

half of the technologists*, shall have the right to make recommendations to the President about the formulation or change of policy regarding working conditions, job classifications, and re-evaluations within the category of technologists which do not conflict with this agreement.

(c) The classified staff, through the Union Vice-Chairman for staff, shall have the right to make recommendations to the President about the formulation or change of policy regarding working conditions, job classifications, and re-evaluations within the classified employees' unit which do not conflict with this agreement.

6. Voting eligibility:

(a) A department shall consist of any grouping of faculty members working under a chairman or associate chairman and, for purposes of voting eligibility, it shall also refer to those faculty members comprising the Student services, instructional media services and library areas existing as of the effective date of this contract.

(b) Only those qualified voters present at the time the vote is taken may vote. A majority of the qualified voters of the department constitute a quorum. A majority vote shall decide each issue.

---

* The term "technologists" is not intended to create a new title but is used herein for convenient descriptive purposes only.

(c) Voting eligibility in departmental elections for Chairmen, Assistant Chairmen, appointment, re-appointment, and membership on the departmental Tenure and Promotion Committee* shall be granted to:

(1) Full time faculty who have completed one year of full time service or its hourly equivalent and who are in active status.

(2) Part time day faculty who have completed the hourly equivalent of one year of full time day service can vote for election of chairman and all other departmental matters except those listed below, and are entitled to one full vote therefor. Part time day faculty who have completed the hourly equivalent of 1½ years of full time day service in the department in which they are voting can vote for appointment, re-appointment, tenure and membership on departmental tenure and promotion committee, and are entitled to ½ vote until they receive certificate of continuous employment. At that time they will have a complete vote on all of the above matters.

(3) Full time day classroom technologists** who have been employed as of June 20, 1972, shall be eligible to vote for chairman, assistant chairman and re-appointment. Full time classroom technologists employed after August 31, 1972 shall have the right to vote in the above matters after tenure; prior to tenure, the right to vote will be based on mutual agreement by the parties to this contract.

---

* Voting eligibility and membership on the departmental Tenure and Promotion Committee shall be open to faculty only.

** Refers to the following employees: Ferby, Reichl, Tay, Branch.

(4) Part time day classroom technologists who have received a certificate of continuous employment shall be eligible to vote on such matters as may be voted upon by full time day classroom technologists.

(d) Voting eligibility in departmental elections for recommendation for merit promotion shall be limited to full time faculty who have completed one year of full time service in the department in which they are voting and who are in active status.

(e) There shall be a committee elected by the classified staff. The function of this committee is to consult periodically with the Personnel Unit on all personnel matters affecting the classified staff. The names of the committee members shall be submitted to the Personnel Unit no later than October 1 of each academic year. Voting eligibility in the election of the Committee shall be determined by the U.F.C.T. Executive Committee.

7. (a) All Department Chairmen and Assistant Chairmen shall be elected in November for 3-year terms and shall take office in February of the academic year of their election, at the beginning of the spring semester. Those eligible for the office of Chairman and Assistant Chairman shall be all full time faculty who have completed one year of full time service within the department and who are in active status.

During the change-over to 3-year term and February assumption of office, a majority vote by the

qualified voters in a department shall determine when current terms of office expire, bearing in mind the following guidelines: Chairmen and Assistant Chairmen assuming office in September, 1972, should serve at least until February, 1974, (1 ½ years) and possibly until February, 1976, (3 ½ years). Those whose terms would have expired in September, 1973, shall serve until February, 1974, (2 ½ years) or possibly until February, 1975, (3 ½ years).

(b) All Department Chairmen and Assistant Chairmen shall be subject to recall and replacement. A recall election may be called by the President once per semester, and/or by the department once per semester except that no recall election may be called during the person's first semester as chairman only with the mutual consent of both parties to the contract. To implement recall; a written ballot and a 2/3 majority vote of those qualified members present is required. (See Section 6 "b").

8. (a) When a new department is established, for the first three years of its existence, the head of that department shall be chosen by the President. The President determines the released time. After three years the head of that department shall be elected. If that department has three members the head of the department shall be designated as an associate chairman. In a department of six or more, he will be designated as chairman.

In any currently existing department of three to five full time members, the head of that department shall be designated as an associate chairman. In a department of six or more full time members, the head of the department shall be designated as Chairman. In both instances the heads of said departments shall be elected.

For the period beginning September, 1973 and each September for the duration of this contract or until such time as the reorganization for the new information center is implemented, the President or his designee shall consult with the professional library staff as to the head of the library.* This consultation shall take place in the Spring Semester and take the form of a nomination submitted to the President or his designee for his decision. The nomination or nominations made shall not be binding on the President nor shall this procedure be construed as a precedent for the future.

(b) Wherever a department has 12 full time faculty members or their equivalent, an assistant chairman shall be elected. The President may thereafter authorize the election of an additional assistant chairman when he deems it necessary.

9. Every two years, the tenured full time members and those part time day faculty members holding certificates of continuous employment in each Division shall nominate to the President of the College at least two candidates for the position of Associate Dean of their Division from whom the

---

* It is understood this is a temporary appointment with the library as it now exists and it has no binding implications for future appointments which may be made in library services when the new buildings are complete.

President may make a selection. Should the President make an appointment other than from those submitted within the nomination, he shall state the reason or reasons to the division.

10. Initial appointment to any of the following academic and/or faculty positions (excluding incumbents): Vice President, Dean, Assistant Dean and Director, shall not be made without consultation with an appropriate committee of the Faculty Association and further with regard to these positions there will be yearly consultative conferences between the office of the President and an appropriate committee of the Faculty Association with respect to the effectiveness of the performance within these several positions.

WELFARE

1. FIT shall make full payment for all full time persons now covered under this contract for the continuation of all health and hospital insurance plans which were in force and effect as of August, 1972.

2. FIT shall make full payment to the UFT Welfare Fund so as to provide benefits equal to those enjoyed by members of that Welfare Fund who are employees of the Board of Education of the City of New York.

GRIEVANCE PROCEDURE

1. It is the declared objective of this procedure to encourage the prompt resolution of employee complaints as they arise and to provide recourse free from coercion, interference, restraint, discrimination or reprisal.

2. A grievance may be instituted by the parties to this contract and/or by any person(s) covered by this contract; and such parties or persons shall be termed grievant.

3. The term grievance shall mean any complaint by a grievant that:

(a) there has been a violation, misinterpretation, or misapplication of any of the provisions of this contract which concerns the grievant, or

(b) there has been a violation, misinterpretation, or misapplication of written or established policies or procedures governing or arising out of the day-to-day working conditions of employees herein, if the sustaining of such a complaint would not be inconsistent with the provisions of this contract.

4. (a) The grievant shall have the right to be represented at all stages thereof by any representative of his own choice.

(b) Whenever the Union is not chosen as the representative of an individual grievant, it shall have the

right to have a representative present at each step of the grievance procedure and this representative may participate to the extent of presenting the position or interpretation of the Union.

(c) The administrator making the decision shall send a copy of the decision to the Union on the same day that the decision is sent to the grievant. The Union may appeal any decision which violates any term of this contract.

5. All grievances shall be filed in writing on a form which shall be mutually agreed upon between the parties to this collective bargaining agreement. The grievant shall simply state the nature of his grievance and present it in accordance with the grievance procedure set forth below. In each instance the acknowledgment of receipt of the grievance shall be made by the appropriate administrator involved by initialing and dating the form presented and returning a copy of the form to the grievant.

6. All grievances involving tenured employees must be filed not later than sixty (60) working days from the date on which the grievance arose or could reasonably have been discovered. All grievances involving non-tenured employees must be filed within ninety (90) working days from the date on which the grievance arose or could

reasonably have been discovered. No grievance shall be entertained which is not filed in accordance with the above time limitations.

7. The failure of an administrator at any level to communicate his decision to the grievant within the proper time limits shall permit the grievant to proceed to the next stage of the grievance procedure. The failure of the grievant to file his grievance within the time limits set forth in Section 6 above or to appeal any decision within the applicable time limits set forth in the grievance steps shall bar consideration,of, or further action on, the grievance.

8. Except as provided below, the time limitations prescribed at each step of the grievance procedure may be extended only by mutual agreement of the parties in writing before the expiration of the time period for the applicable step. The grievant, the union or the President of FIT may each obtain a maximum of one peremptory extension of five days (not to exceed seven calendar days) in the course of any one grievance, by notifying the other party in writing prior to the expiration of the time limit for the applicable grievance step.

9. Hearings and conferences held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all interested parties to attend. When such hearings and conferences are held during class or working hours all employees whose presence is required shall be excused for that purpose without loss of payment from FIT.

10. Grievances presented at STEPS I and II shall be private unless the grievant and the Union and FIT all agree that the grievance be public.

11. At all steps of the grievance procedure, the grievant shall have the right to require the production of relevant records relating specifically to the particular grievance in question, upon reasonable notice to the supervisory administrator before whom the grievance is presented.

12. The grievance procedure shall be as follows:

STEP I: The grievance shall be presented to the Associate Dean for the grievant's area, or to the chief administrative officer of the grievant's area if the grievant is in an area for which there is no Associate Dean. The Associate Dean may rule upon the grievance or may designate a department chairman or other designee to rule upon the grievance after consultation with the Associate Dean. Where the grievance is presented to the chief administrative officer, said officer may rule upon the grievance or assign the grievance to his designee to rule upon the grievance after consultation with the chief administrative officer. In either event a written decision shall be rendered within six (6) working days of receipt of the written grievance.

STEP II: If the grievance has not been resolved at STEP I, the grievant shall have the right within nine (9) working days following notice of the STEP I decision, to appeal said decision to the President of FIT. The President may designate a person not involved in STEP I to hear the grievance and to report thereon. The appeal shall be in writing as provided in Section 5 above, and

shall also set forth the disposition of the grievance at STEP I. The President or his designee shall set a hearing date within five (5) working days of receipt of the grievance, and the grievant and the Union shall be notified of such hearing. Oral and written statements or arguments may be presented directly or through witnesses. The final determination at STEP II of the grievance shall be made by the President either after personal hearing or upon the basis of a written report and recommendation by his designee. The President shall communicate his decision in writing to the grievant and the Union within fifteen (15) working days after completion of the hearing.

STEP III: If a grievance has not been resolved at the conclusion of STEP II, it may be submitted to arbitration pursuant to the rules and regulations of the New York State Mediation Board within fifteen (15) working days after the receipt of the STEP II decision.

A copy of the notice shall be given to the President and shall include a brief statement setting forth the issue or issues to be decided by the arbitrator.

The arbitrator shall be selected by the grievant and the President from a list of arbitrators submitted by the New York State Mediation Board. The arbitrator's decision or award shall be final and binding in accordance with applicable law and shall not

add to or subtract from or modify this collective bargaining agreement. The costs and fees of such arbitration shall be borne equally so that FIT shall pay one-half (1/2) and the other party or parties to the arbitration shall pay the other one-half (1/2).

LEAVES OF ABSENCE AND SICK LEAVE

1. Twenty days of sick leave shall be granted each academic year (beginning September 1) to all full-time persons covered by this contract, cumulative to a maximum of 220 days. Two (2) hours of sick leave shall be granted to all part-time classroom faculty for every hour taught per semester, cumulative to a maximum of 27 teaching hours. Part-time non-classroom faculty, part-time technologists and part-time staff shall be granted sick leave on a pro rata basis.

Subject to the provisions of applicable law, upon retirement, unused days in the sick bank shall be paid to the retiree as a terminal leave, on a one-for-two basis.

When any of the full-time persons covered by this contract has exhausted his bank of sick leave days and is still unfit for work, he shall be considered, for purposes of health insurance, as continuing in the employ of the college for one year following the sick bank's expiration. Monthly premiums shall be paid to the insurance carrier by FIT for that year. Also, any of the full-time persons covered by this contract who have exhausted their sick-leave bank may apply for a loan of additional sick-leave days, to be approved by the President. Such a loan shall be repaid in time earned in subsequent service, at the rate of no more than five days per year.

2. All full-time persons covered by this contract are entitled to have seven days of personal leave annually, with such leave chargeable to sick leave. All part-time persons covered by this contract are entitled to one absence for personal leave per semester with such leave chargeable to sick leave. Unused days or absences for personal leave shall accumulate only as sick leave.

3. All persons covered by this contract who are absent for any of the following reasons shall receive full salary during their absence and shall not suffer loss of sick bank days:

(a) Carrying out a specific college assignment or attending a meeting with the approval of the President or his designee.

(b) Absence for religious observance, not to exceed three days. (NOTE: Each day in excess of three days shall be charged to personal leave and shall be deducted from the sick bank.)

(c) Absence resulting directly from personal injury sustained while at work or on official college business. The injured person shall promptly report such injury with adequate evidence, and refer to such report when arranging for the benefits described in 3 above.

(d) Absence not to exceed five days due to the death of a member of the immediate family or the death of a person residing with the employee.

(e) Official closing of the college because of an unforeseen emergency.

4. Any tenured or certified persons covered by this contract may, at the discretion of the President, be granted leaves of absence of up to one year without pay; an additional year may be granted at the discretion of the President. Such leaves of absence shall not be considered interruptions of service. One who takes an authorized leave preserves those rights applicable at the time of such leave without increase or diminution. An authorized leave of absence shall not constitute an interruption of service for seniority purposes. Upon return from such leave the employee shall be reinstated on the salary step at which he would have been situated had he not been on such leave.

5. Any person covered by this contract who becomes pregnant shall be granted maternity leave. She may continue working as long as she is able. Three months prior to the expected date of birth she shall apply for maternity leave of absence without pay, not to exceed one year. An extension of maternity leave of not more than two years may be granted by the President. Maternity leave may be terminated at the

mother's request after the child is two weeks old. An authorized leave of absence shall not constitute an interruption of service for seniority purposes. Such leave shall not add to the seniority the employee possessed when such leave commenced. Upon return from such leave the employee shall be reinstated on the salary step at which he would have been situated had he not been on such leave. One who takes an authorized leave preserves those rights applicable at the time of such leave without increase or diminution.

6. All provisions for maternity leave outlined above under 5 shall apply in any and all cases of adoption of children under 16 years of age.

SALARY AND CHECK-OFF

All employees covered by this contract on an annual salary shall be paid semi-monthly.

At the request of any employee who furnishes an addressed envelope, FIT shall mail designated checks directly to the bank or other location of his choice.

FIT shall, to the extent permitted by applicable law, check off UFCT Chapter dues upon written request to the fiscal officer by any person covered by this contract. A check-off authorization may be discontinued at the end of its term upon written notice by the individual to the FIT fiscal officer and the UFCT Chapter Chairman. FIT shall remit to the Union the dues deducted, and shall furnish the Union with a list of all employees from whose salaries such deductions have been made.

ACADEMIC CALENDAR

The President shall consult with the Executive Committee of the UFCT Chapter or its representative and such persons as the President may select concerning the FIT academic calendar. This shall be prior to his recommending any proposed calendar to the Board of Trustees. Subsequent changes in the calendar may only be made by mutual agreement of all parties involved in the original decision.

MATTERS NOT COVERED

With respect to matters not covered by this contract, or by other mutual understandings resulting from the negotiations of said contract, or by written or established policies or procedures in effect as of August 31, 1972 and which are proper subjects for collective bargaining, FIT agrees that it will make no changes without appropriate prior consultation and negotiation with the UFCT Chapter.

DURATION

This contract and each of its provisions shall be effective as of September 1, 1972, and shall continue in full force and effect until August 31, 1975. Negotiations for a subsequent contract shall begin no later than October 15, 1974, for salary items, and no later than March 15, 1975, for all other items, upon request of either party upon two weeks notice.

PERSONNEL FILES

All evaluation reports or letters of reference concerning all persons covered by this contract shall be in writing and the individual concerned shall be apprised of such reports or letters.

Information relating to any person covered by this contract and placed in his personnel file shall be limited to matters affecting his official responsibilities. Any matter which has not been put in writing sixty (60) working days from the time of its occurrence or from the time it could reasonably have been discovered may not be later added to the file of a tenured employee. In the case of non-tenured employees, any matter which has not been put in writing within ninety (90) working days from the time of its occurrence or from the time it reasonably could have been discovered shall not be later added to the file. Notwithstanding the above, observation and evaluation reports must be put in writing within seven (7) consecutive (excluding weekends and holidays) days from the date the observation was made, unless an extension is granted upon mutual consent between FIT and the Union. Reports shall be signed by the individual observed, and he shall be permitted to file a written reply to any portions of such reports to which he may take

exception. He shall have the right to answer any material filed and his answer shall be attached to the file copy. All personnel covered by this contract shall be permitted to reproduce any material in his file.

Individual personnel files shall be confidential, but any individual covered by this contract shall have the right to review his own file in the Personnel Office at any reasonable time. He may be accompanied by an adviser of his own choice.

All personnel information relating to any person covered by this contract shall be kept in his official personnel file, and no other file shall be maintained.

CONFORMITY TO LAW-SAVINGS CLAUSE

It is hereby declared to be the intention of the parties to this contract that the sections, paragraphs, sentences, clauses and phrases of this contract are subject to applicable federal, state and local law and are separable. If any phrase, clause, sentence, paragraph or section of this contract shall be found to be invalid because of conflict with any applicable federal, state, or local law, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this contract.

Any substitute provisions shall be subject to appropriate consultation and negotiation between the parties to this contract.

APPOINTMENT - FACULTY

1. All applicants for classroom faculty positions at any rank shall be reviewed and approved by a majority of the qualified voters of the department concerned before the appointment is made by the President.

2. For Non-Classroom Faculty the following procedure will be followed: The Tenure and Promotion Committee for the student services area shall present their evaluation of a new candidate to the qualified voters of the area who will vote on initial appointment before the appointment is made by the President. The Tenure and Promotion Committee of the instructional media services and library areas shall present its evaluations of a new candidate to an ad hoc committee consisting of two elected representatives from each instructional division for recommendation for initial appointment to the President.

3. If a candidate is being considered for a rank higher than the first step of Instructor, and the majority vote is for approval, the candidate's name shall be sent to the college-wide Tenure and Promotion Committee for consideration and recommendation to the President. Such recommendation of the college-wide Committee shall be submitted not later than five working days, if possible, after receipt of the information from the department.

4. Whenever a full time position becomes available, qualified part time faculty shall be notified and have the right to apply and be considered in order of seniority. If a faculty member with seniority is denied the position, the department shall explain its decision to the President. The by-passed candidate shall have the right to be advised by the President of the reasons for the department's decision.

In the event that full time appointments to fill a proven emergency must be considered during academic vacations or intersessions, it shall be the responsibility of the chairman of the department and the chairman of the departmental Tenure and Promotion Committee or their designees to make every effort to consult with as many voting members of the department as possible. If the decision is affirmative, the chairman of the department shall then recommend to the President of the college or his designee the appointment of said individual.

PROMOTION - FACULTY

1. Automatic Promotion.

(a) Full-time faculty.

For all full-time members of the faculty, non-classroom as well as classroom, there shall be automatic promotion: From the rank of Instructor to the rank of Assistant Professor, upon reaching what would otherwise be the fourth step in the rank of Instructor.

(b) Part-time faculty.

For all part-time members of the faculty, there shall be automatic promotion: From the rank of Adjunct Instructor to the rank of Adjunct Assistant Professor, upon completion of hours equivalent to 3 years of full-time service.

2. Merit Promotion.

(a) In addition to the above, merit promotions may be made between ranks.

(b) Merit promotions for both full-time and part-time faculty shall be made in accordance with the following procedure.

(c) For this section, a department is defined as any grouping of faculty members working under an elected Chairman, Associate Chairman or an appointed administrative officer.

(1) A Departmental Tenure and Promotion

Committee shall consist of the Chairman of the department or the administrative officer and two full time* members of the department, elected by qualified members to serve three-year terms. The Committee shall elect one of its own members as Committee Chairman. Whenever this departmental Tenure and Promotion Committee meets concerning the granting of a certificate of permanent employment or merit promotion for part time faculty, it shall be augmented by part time faculty elected by the department's part time faculty as follows: when the department has one part time member, no additions; when the department has two part time members, the other shall serve; when the department has three or more part time members, two shall be elected to serve. Any department consisting only of part time faculty shall have a departmental tenure and promotion committee consisting of the department chairman and two part time members of the department elected by qualified members to serve a three year term. The committee shall elect one of its own members as committee chairman.

In a department of five or fewer full time members, the entire department shall constitute the Tenure and Promotion Committee. If a department has three or fewer members, it may elect an additional member from outside the department. If the department cannot agree upon the additional member the Associate Dean may appoint an additional member. The additional member shall serve for one year.

* As defined at Article 6. (c) (1).

For purposes of considering reappointment, tenure, and promotion, the Fashion Design Department may have a Tenure and Promotion Committee consisting of five members. Two members shall be elected from the Fashion Art group and two members shall be elected from the Apparel

group. The Chairman of the department shall serve as the fifth member.

(2) Any member of a department shall have the right to recommend any other member of the department including himself to be considered by the Departmental Tenure and Promotion Committee.

The departmental Tenure and Promotion Committee shall then collect and report to all members of the department the necessary information about candidates for merit promotion.

The departmental Tenure and Promotion Committee reports its fact finding to the department in the presence of the candidate. If the report includes negative points, the candidate shall have opportunity for rebuttal. After the opportunity for rebuttal the department may elect to have the candidate leave or remain. After department discussion, the candidate shall have opportunity to answer questions and to make a statement in his own behalf. A written ballot cast by qualified voters shall be taken and counted immediately in the presence of the candidate and the department, the count to be made by all members of the departmental Tenure and Promotion Committee present. Candidates receiving a majority vote of approval shall be recommended by the department to the college-wide Tenure and Promotion Committee. Written justification of a vote of disapproval must be offered to the candidate if requested.

(3) The college-wide Tenure and Promotion Committee shall present its recommendations to the President, ranking recommended candidates in order of priority.

(4) If the action of the President is to grant promotions in other than the presented order of priority, he shall meet with the Chairman and/or the college-wide Tenure and Promotion Committee. The bypassed candidates shall have the option of meeting with the President alone or in the presence of the Chairman of the Tenure and Promotion Committee so that the President can state the reasons for his action.

(5) After a candidate has once been approved by majority vote of his department and recommended to the Faculty Association Tenure & Promotion Committee for consideration for promotion, the candidate should normally be recommended for promotion by his department in the following two years. Candidates should up-date their applications each succeeding year by submitting an addenda sheet to the Departmental Tenure and Promotion Committee. Any candidate or the College-wide Tenure and Promotion Committee may have the option of requiring that a new student evaluation be submitted. In addition, any candidate who wishes to be reconsidered by his department before having his application automatically reapproved, may, at his option, request the department to reconsider and re-vote on his recommendation for promotion.

In the case where a majority of the voting members of the department disagree with the foregoing on a particular candidate, they may petition the department chairman to call a meeting to reconsider a candidate who has

already been approved in a previous year by the department. The department may wish to require that a new set of student evaluations be submitted before they reconsider the candidate. The chairman shall convene the department and a new vote will be taken. It would require a vote of two-thirds of the department to deny a candidate the department endorsement that year following the same procedure and eligibility requirements as stated in the section pertaining to merit promotion (2-c). The new vote and a written explanation thereof should be forwarded to the College-wide Tenure and Promotion Committee. This would not exclude the right of any faculty member to petition the department and College-wide Tenure and Promotion Committee for additional consideration.

REAPPOINTMENT, TENURE, AND JOB SECURITY - FACULTY

1. It shall be the responsibility of the department chairman to see that the departmental tenure and promotion committee arranges for all new faculty members and classroom technologists to be observed and evaluated and a report of the observations made to the department before the end of the third month of service. The departmental tenure and promotion committee has the option to assign part time certified members of a department to observe non-certified faculty members. The Department Chairman shall insure that observations be assigned in rotation to all tenured members (or if the option is exercised, certified members) of the department. The qualified members of the department shall vote to approve or disapprove reappointment. A two-thirds majority is required for a vote of unqualified approval. A majority vote, which is less than two-thirds, shall constitute an approval with reservations. Approval with reservations shall be accompanied by a written statement to the college-wide Tenure and Promotion Committee, with a copy to the candidate. The reporting of results to the college-wide committee in the candidate's first semester of service is required only if the first reappointment is approved with reservations.

If the department votes against reappointment for the Spring semester, the candidate shall be notified on or before December 1; if the department votes against re-appointment for the Fall semester, the candidate shall be

notified on or before April 15. All reappointed non-tenured and non-certified faculty members and classroom technologists shall be re-evaluated every semester before April 15 (or December 1), and the resulting recommendations reported to the college-wide Tenure and Promotion Committee.

2. During the second year of service, the same procedure shall be followed. During the third year at least one evaluation shall be made before tenure is acted upon.

3. Any full time faculty member who is in his 5th consecutive semester shall be reemployed for a 6th semester whether he is recommended for tenure or not if there is a full time position available for which he is qualified.

4. Anyone who has completed three consecutive years of full time service and is reappointed on a full time basis automatically receives tenure. Anyone who has completed three consecutive years of service and has been denied tenure cannot be employed on a part time basis.

5. The appropriate Associate Deans shall arrange for department meetings to consider reappointments and submit the results to the college-wide Tenure and Promotion Committee at least three weeks before notification to the candidates is due. The college-wide Tenure and Promotion Committee shall prepare a list of those in their first, second, and third years of employment. If an individual's department does not forward evaluations to the committee as prescribed, it shall be the responsibility of the college-wide Tenure and Promotion Committee to evaluate that individual.

6. Service Credit

Prior service in accredited institutions and/or industrial experience may be credited toward tenure at the discretion of the President.

7. Job Security for Part Time Faculty and Part Time Classroom Technologists

(a) All part time classroom faculty who have taught more than 72 contact hours shall be granted a certificate of continuous employment. All part time non-classroom faculty and part time classroom technologists who are reappointed after having accrued an hourly equivalent of three full time years shall be granted a certificate of continuous employment. The procedures to be followed in the granting of these certificates shall parallel those followed in the granting of tenure to full time faculty.

(b) Part time faculty and part time technologists shall be observed at least twice per semester by tenured full time faculty members including chairmen and at the option of the Tenure and Promotion Committee, certified part timers until the part time person attains a certificate of continuous employment. Prior to the expiration of two calendar years after initial appointment, notice of reappointment for a 3rd calendar year or 5th semester may be denied by the department concerned for such reasons as the department deems sufficient. If the person has been reappointed after 2 calendar years of service following initial appointment, he shall not be denied reappointment on the basis of professional incompetence unless two of the last three evaluations indicate unsatisfactory professional performance.

8. Job Security for Staff and Non-Classroom Technologists

(a) New classified staff members serve a trial period of three months. If the staff member's employment continues beyond three months, his service must be evaluated at the end of eleven months by his immediate supervisor if the person is still in the employ of the college. If the decision is not to re-employ, the staff member will be dismissed at the end of the twelfth month. If re-employed, the staff member must be re-evaluated by the above-mentioned official at the end of the twenty-second month. If the decision is not to re-employ, the staff member will be dismissed at the end of the twenty-fourth month of employment. If re-employed, the staff member must again be re-evaluated before the end of the thirty-third month. If the decision is not to re-employ, the staff member will be dismissed before the end of the thirty-sixth month. If the staff member is re-employed at this point, tenure shall be granted. The Personnel Unit shall consult with the Staff Committee before advising the President to grant or deny tenure. If the President's action is contrary to the advice of the Staff Committee he shall state his reasons to the Staff Committee.

(b) The tenure of all permanent classified staff members shall continue to be effective in any and all positions to which they may thereafter be promoted or permanently assigned.

(c) In the event a position is abolished or discontinued, every effort shall be made to assign its holder to another position of equal rank for which he may qualify, if it is available. Seniority shall govern in the offering of vacant positions to those whose positions have been abolished or discontinued. However, in applying the principle of seniority, assignments shall be made first to positions of a similar classification. Following such assignments, vacancies in lower classifications shall be offered in order of seniority. The candidate shall be offered any position which is vacant in a lower classification for which he may qualify at the salary rate equal to or next higher to that which he was receiving in the position from which he has just been removed, provided the lower salary schedule contains a salary rate equal to or higher than the rate he was receiving. If not, the salary rate shall be that closest to the rate in the higher position. Whether or not the candidate accepts the lower position, he shall nevertheless be placed on a preferred employment list for appointment to any new position for which he may be qualified and which is equal in rank and salary to that which was discontinued. The names of such persons shall remain on the preferred list for three years. FIT agrees to notify such persons, at the last known address, of available positions.

Upon receipt of notification, they shall have ten working days in which to respond. First consideration will be given to those who respond from the eligibility list. All such persons shall have the right to refuse any position offered by the FIT administration and remain at the same level on the preferred eligibility list. They shall retain all seniority earned at FIT. Seniority shall determine the level at which such employees are to be placed on the preferred eligibility list, and the salary increment step at which each employee will be placed upon re-employment. In the event a person with lesser seniority is proposed for reemployment, the Personnel Unit shall consult with the Vice Chairman for staff before making the final decision to recommend for reemployment. After the above procedure has exhausted the preferred eligibility list, full time positions will be initially offered to full time staff and thereafter to part time staff employed in the college. Initial appointment and re-employment shall be subject to the same procedures outlined above. A certificate of continuous service for part time staff members shall be granted after seven years of consecutive service.

ASSIGNMENT OF PROGRAM

1. With respect to programs existing as of September 1, 1972 the following shall be applicable:

2. Full time faculty members shall have preference over part time members in program assignments, taking into account the qualifications of the faculty member, provided that the specific requirements of the course, the educational needs, purposes and preferences of the department, and preference in assignments shall be governed primarily by seniority in programs existing as of September 1, 1972. All full time faculty in the department shall receive full assignments, including any hours owed before classes may be assigned in said department to part time faculty.

3. Classroom faculty shall not be required to be present at the college after graduation in the spring semester.

4. Part time day assignments and evening assignments shall be distributed according to seniority on the part time and full time seniority lists of the department. The seniority lists established September 1, 1971 shall be revised so that as of September 1, 1972, all past Summer Session Services shall have been added to the hours for seniority. The name of any person not full time in the department shall be removed from the list after he has declined an assignment for four consecutive semesters. No one who is or becomes full time in one department may continue to claim a place on the seniority list of another

department, but he shall not lose any hours of his accumulated seniority in the determination of his place on the list of the department in which he is or becomes full time.

5. Day assignments: Except when a full time faculty member owes hours to the college, no additional sections or extra hours in the day may be assigned to any full time person if there is a part time person on the departmental list who is qualified and available for the assignment. In the event a department's total program is unbalanced over the academic year a full time faculty member may accept an overload in one semester compensated by an underload in the following semester.

6. Procedure for determining part time day assignments: As the name of each part time member of the list is reached in order of seniority, the person may select one day assignment for which he is deemed qualified, from among the unfilled assignments. For classroom faculty, one assignment is one course. The procedure continues through the list again, if necessary, until all assignments are filled. Once a person has declined a day assignment for any semester, he may not later assert a claim on an assignment for that semester unless everyone on the list who claims an assignment has received one. As of September 1, 1972, additional names shall be added to the departmental lists only after the faculty member has served the hourly equivalent of one semester of full time service.

7. Evening assignments: An evening assignment is one course which meets two or more hours covered under the

Division of Continuing Education. For faculty members who had characteristically taught two - two-hour courses prior to September 1, 1972, an evening assignment shall remain two -two-hour courses. Full time faculty shall not be permitted to spend more than six class or supervisory hours per week in the Evening Division except as the college may require, with such assignments to be made by the chairman of the appropriate Department or Division.

8. Procedure for determining evening assignments: As his name is reached in order of seniority, each person on the combined full time part time list may select one evening assignment for which he is deemed qualified, from among the unfilled assignments. The procedure continues until all assignments are filled. Once a person has declined an evening assignment for any semester, he may not later assert a claim on an assignment for that semester unless everyone on the list who claims an assignment has received one. In the event an assignment is cancelled because of inadequate registration or changes in curriculum, a person may exercise his seniority privilege if he is left with no assignment or with fewer assignments than someone with less seniority on the list. He shall have the privilege of selecting any assignment in the department for which he is deemed qualified.

9. All individuals affected by a reduction in the part time faculty shall be placed on a departmental preferential rehiring list established by accrued seniority. Each person shall be responsible for securing information about his position on the list, and must apply for any available position in order

to be considered by the department. A list of vacancies shall be posted on the departmental bulletin board and shall be updated as necessary. Any name on a departmental preferential rehiring list shall be removed after three years if no assignment has been applied for and accepted.

NON-CLASSROOM FACULTY AND CLASSROOM TECHNOLOGISTS

(a) Work assignments shall be compact and each day's hours shall run consecutively.

(b) Full time members of the non-classroom faculty and full time classroom technologists shall have preference over part time members in program assignments, taking into account the educational needs, purposes, and preferences of the department, and preference in assignments shall be governed by seniority.

(c) The President may approve extra leave days under certain circumstances for non-classroom faculty and classroom technologists.

VACATIONS - NON-CLASSROOM TECHNOLOGISTS AND STAFF

1. All persons employed full time on an annual salary in the positions referred to above shall be entitled to a total of 30 college business days over the year for vacations. The 30 days become cumulative at the rate of 2½ days per month.

2. Vacation time accrues beginning with date of initial employment and may be taken following the first three months of employment.

3. Upon separation of employment, earned vacation days will be paid on a one for one basis.

4. Vacation Scheduling -

(a) Among employees performing the same or related work, seniority with FIT shall be a factor in honoring employees' preferences for vacation dates. Determination of vacation dates shall be based upon the needs of the department.

(b) One year's vacation time may be saved and used in succeeding years with the approval of the immediate supervisor.

(c) The Personnel Unit shall give consideration to the preferences of employees who have been transferred or promoted to different work, or who have been on leave of absence. Upon completion, vacation schedules shall be posted in all offices in which staff personnel are assigned vacations.

5. Upon documentation to the Personnel Unit, a classified staff member who becomes ill during his scheduled vacation shall be deemed on sick leave from the first day of his illness. In such above circumstances the days originally scheduled as vacation days, had the illness not occurred, shall be returned to the classified staff member's vacation bank. Such unused vacation days may then be rescheduled at a later date.

HOLIDAYS AND VACATIONS - FACULTY

Unless there is an emergency situation declared by the President, faculty shall be on vacation immediately after the graduation ceremony in the Spring semester. Such vacation shall continue without interruption until the first assignment for the faculty member. The first assignment may not be earlier than one week before the resumption of classes for the Fall semester.

HOLIDAYS AND VACATIONS - NON-CLASSROOM FACULTY AND CLASSROOM TECHNOLOGISTS

Non-classroom faculty and classroom technologists shall have 50 days vacation. The President may approve extra leave days under certain circumstances upon the recommendation of the supervisor.

REGULAR WORKDAY AND WORK WEEK - NON-CLASSROOM TECHNOLOGISTS AND STAFF

1. The regular work day for all employees in this category is a 7 hour day exclusive of one hour for lunch. The regular work week is defined as five successive days.

2. During Winter recess, Spring recess and from the day following commencement to the day faculty is required to report for duty, the regular work day for all employees will be a 6 hour day exclusive of one (1) hour for lunch.

3. Any time the temperature reaches 85 degrees or above, employees working in non-airconditioned areas shall be released from work with no deduction in pay or time, provided the Personnel Unit is notified.

4. With the approval of the supervisor, work schedules during the months of July and August may be adjusted to release an employee one day a week if the area is covered and they have worked 30 hours the four other days. This only applies if the employee is scheduled to work five days in a particular week. In the areas of the college where there are no immediate supervisors during these months, the individual must get the approval of the Personnel Unit.

5. Where the best interests of the college would be served by an excess of working hours of the regular work day, the conditions for overtime hours as herein provided in this Agreement shall prevail. The President, in the exercise of his discretion in determining the best interests of the college, may alter the normal working hours provided the total daily

work load and the total weekly work load are not increased. In any case, where such a variation will work a hardship, the administration and the union representatives shall meet in an effort to eliminate or minimize such hardship.

OVERTIME CONDITIONS

All work authorized by the department, bureau or division head in writing to the Personnel Unit as necessary and performed by an employee in excess of the work day or week shall be compensated as follows:

For overtime work the employee shall receive 1½ hours of released time for each hour worked. In order to receive meal benefits he must work in excess of 2½ hours beyond his normal work day and he will then be compensated $3.50 each day for supper money or lunch money as the case may be.

HOLIDAYS - NON CLASSROOM TECHNOLOGISTS AND STAFF

1. All days on which the school is officially closed in accordance with the school calendar shall be deemed holidays with pay. Suspension of classes for whatever reason does not necessarily mean that school is officially closed. Following the recognized practice since the inception of the college, the day preceding Christmas and the day preceding New Year's day shall be deemed a holiday provided such day falls between Monday and Friday inclusively. Two additional days may be taken during the Spring recess period and two additional days may be taken during the Winter recess period. These four (4) days shall be selected at the discretion of each employee with the consent of the immediate supervisor.

2. If any of the recognized holidays stated in this Article coincides with an employee's scheduled day off, the employee shall receive an additional day (or days) of annual leave (vacation).

3. In the event a holiday occurs during an employee's assigned annual leave, an additional day (or days) will be added to annual leave.

WORKING CONDITIONS - FACULTY

1. Release time for assignments are negotiable between the individual getting release time and the President or his designee.

2. A minimum of 120 square feet of office space shall be provided for each member of the instructional staff in the new college facilities.

3. There shall be no more than two full time members of the instructional staff in any one office in the new college facilities without permission of the instructors involved.

4. Full time employment by FIT shall be considered the basic employment of the individual, and he shall limit other compensated professional activity so as not to impair his educational effectiveness.

FULL TIME SALARIES

9/1/72	10/1/72	10/1/73	9/1/74
	Professors		
$22,500	$23,300	$24,200	$26,600
23,500	24,300	25,200	27,600
24,500	25,300	26,200	28,600
25,500	26,300	27,200	29,600
27,525	28,325	29,225	31,625
28,775	29,575	30,475	32,875
30,025	30,825	31,725	34,125
31,275	32,300	33,450	34,950
	Associate Professors		
$17,830	$18,630	$19,530	$21,630
18,830	19,630	20,530	22,630
19,830	20,630	21,530	23,630
20,830	21,630	22,530	24,630
22,500	23,300	24,200	26,300
23,500	24,300	25,200	27,300
24,500	25,300	26,200	28,300
25,500	26,300	27,200	29,300
	Assistant Professors		
$14,830	$15,630	$16,530	$18,330
15,430	16,230	17,130	18,930
16,080	16,880	17,780	19,580
16,830	17,630	18,530	20,330
17,830	18,630	19,530	21,330
18,830	19,630	20,530	22,330
19,830	20,630	21,530	23,330
20,830	21,630	22,530	24,330
	Instructors **Assistant Librarians** **Placement Counselors** **Admissions Counselors** **Student Activities Counselors** **Guidance Counselors** **Assistant Registrars** **Nurse** **Asst. Administrators - Div. of Continuing Education**		
$12,700	$13,500	$14,400	$15,600
13,550	14,350	15,250	16,450
14,150	14,950	15,850	17,050

All persons compensated under this schedule are hereby accorded the academic rank of Instructor with the proviso, however, that only those persons appointed to and compensated under the title of Instructor, Assistant Librarian, Placement Counselor, Admissions Counselor, Student Activites Counselor, Guidance Counselor, Assistant Registrar, upon completion of one year of satisfactory service at step 3 on and after September 1, 1969, shall be promoted automatically on their next succeeding anniversary date to the rank of Community College Assistant Professor at step 1 thereof.

FULL TIME SALARIES

9/1/72	10/1/72	10/1/73	9/1/74
Non-Classroom Technologists A			
$10,000	$10,800	$11,700	$12,700
10,400	11,200	12,100	13,100
10,800	11,600	12,500	13,500
11,200	12,000	12,900	13,900
11,600	12,400	13,300	14,300
12,100	12,900	13,800	14,800
Non-Classroom Technologists B			
$10,800	$11,600	$12,500	$13,500
11,200	12,000	12,900	13,900
11,600	12,400	13,300	14,300
12,100	12,900	13,800	14,800
12,600	13,400	14,300	15,300
13,100	13,900	14,800	15,800
13,600	14,400	15,300	16,300
Materials Specialist			
$15,155	$15,955	$16,855	$18,355
16,005	16,805	17,705	19,205
16,855	17,655	18,555	20,055
17,705	18,505	19,405	20,905
Junior Computer Programmer			
$ 7,800	$ 8,600	$ 9,500	$10,400
8,500	9,300	10,200	11,100
9,200	10,000	10,900	11,800
Computer Programmer			
$10,000	$10,800	$11,700	$12,600
11,000	11,800	12,700	13,600
12,000	12,800	13,700	14,600
13,000	13,800	14,700	15,600
Senior Computer Programmer			
$13,500	$14,300	$15,200	$16,600
14,500	15,300	16,200	17,600
15,500	16,300	17,200	18,600
16,500	17,300	18,200	19,600
Classroom Technologists Materials Assistants			
$13,100	$13,900	$14,800	$16,400
13,600	14,400	15,300	16,900
14,100	14,900	15,800	17,400
14,600	15,400	16,300	17,900
15,100	15,900	16,800	18,400
15,600	16,400	17,300	18,900

FULL TIME SALARIES

9/1/72	10/1/72	10/1/73	9/1/74
	College Publications Editor		
$13,100	$13,900	$14,800	$15,900
13,600	14,400	15,300	16,400
14,100	14,900	15,800	16,900
14,600	15,400	16,300	17,400
15,100	15,900	16,800	17,900
15,600	16,400	17,300	18,400
	Clerical Assistants **Switchboard Assistants** **Duplicating Machine Operators**		
$ 6,500	$ 7,300	$ 8,200	$ 9,100
6,900	7,700	8,600	9,500
7,300	8,100	9,000	9,900
7,700	8,500	9,400	10,300
8,100	8,900	9,800	10,700
8,500	9,300	10,200	11,100
8,900	9,700	10,600	11,500
	Keypunch Operators **Offset Press Operators** **Clerk Typists** **Accounting Clerks I** **Mail Clerks** **Switchboard Operators** **Secretary I** **Library Clerks** **Stockroom Assistants**		
$ 7,000	$ 7,800	$ 8,700	$ 9,600
7,500	8,300	9,200	10,100
7,900	8,700	9,600	10,500
8,300	9,100	10,000	10,900
8,700	9,500	10,400	11,300
9,200	10,000	10,900	11,800
9,600	10,400	11,300	12,200
	Payroll Analysts		
$ 7,400	$ 8,200	$9,100	$10,100
7,800	8,600	9,500	10,500
8,300	9,100	10,000	11,000
8,700	9,500	10,400	11,400
9,100	9,900	10,800	11,800
9,500	10,300	11,200	12,200
9,900	10,700	11,600	12,600
10,300	11,100	12,000	13,000
10,700	11,500	12,400	13,400

FULL TIME SALARIES

9/1/72	10/1/72	10/1/73	9/1/74
	Secretary II Accounting Clerks II Personnel Assistant Department Secretary Library Aide Purchasing Assistant Assistant Supervisor of Messenger, Mail & Duplicating Services		
$ 8,000	$ 8,800	$ 9,700	$10,700
8,400	9,200	10,100	11,100
8,800	9,600	10,500	11,500
9,200	10,000	10,900	11,900
9,600	10,400	11,300	12,300
10,000	10,800	11,700	12,700
10,400	11,200	12,100	13,100
10,800	11,600	12,500	13,500
11,200	12,000	12,900	13,900
	Administrative Secretary Fashion Design Exhibit Asst. Financial Aid Officer Records and Registration Asst. Staff Personnel Officer		
$10,500	$11,300	$12,200	$13,300
10,900	11,700	12,600	13,700
11,300	12,100	13,000	14,100
11,700	12,500	13,400	14,500
12,100	12,900	13,800	14,900
12,500	13,300	14,200	15,300
12,900	13,700	14,600	15,700
13,300	14,100	15,000	16,100
13,700	14,500	15,400	16,500
	Administrative Assistant Payroll Supervisor Purchasing Director Supervisor of Messenger, Mail & Duplicating Services		
$11,750	$12,550	$13,450	$14,750
12,150	12,950	13,850	15,150
12,550	13,350	14,250	15,550
12,950	13,750	14,650	15,950
13,350	14,150	15,050	16,350
13,750	14,550	15,450	16,750
14,150	14,950	15,850	17,150
14,550	15,350	16,250	17,550

PART TIME FACULTY- HOURLY RATES

9/1/72	10/1/72	10/1/73	9/1/74
$16	$17	$18.50	$21
17	18	19.50	22
18	19	20.50	23
19	20	21.50	24
20	21	22.50	25
21	22	23.50	26
22	23	24.50	27
23	24	25.50	28
24	25	26.50	29
25	26	27.50	30
26	27	28.50	31
			32

PART TIME DAY FACULTY - PART OF PROGRAM

(Only applicable to those individuals who were specifically named to this group in previous contract)

12.700	$13,500	$14,400	$15,600
13,550	14,350	15,250	16,450
14,150	14,950	15,850	17,050
14,750	15,550	16,450	17,650
15,350	16,150	17,050	18,250
15,950	16,750	17,650	18,850
16,550	17,350	18,250	19,450
17,150	17,950	18,850	20,050

SUMMER SESSION RATES

Full time classroom faculty working in the summer session shall be compensated as follows:

For a 42 hour course 8% of their annual salary as of June of the same year in which the summer session is being worked. For those courses of more or less than 42 hours, compensation shall be adjusted appropriately. All other classroom faculty assignments for summer session shall be compensated according to the part time faculty hourly rates.

HOURLY RATES FOR PART TIME TEACHING

The appropriate hourly rate will be determined by calculating the number of semesters the individual has taught at F.I.T. Two semesters of teaching shall equal one year of service for purposes of determining the placement on the hourly rate schedule for part time day and part time evening assignments.

Full time faculty members of F.I.T. teaching part time evenings shall be placed on the annual step determined by the number of years of teaching experience at F.I.T. Compensation shall be the hourly rate for that step or 1/1000 of their annual part time salary whichever is greater subject to the following limitation in the first year of this agreement: no hourly rate shall be increased by an amount greater than $4.00 during the aforesaid first year of this contract.

Individuals employed on a part time hourly basis day or evening shall be placed on the appropriate step as determined by their years of teaching experience at F.I.T. However any hourly rate increase thereby produced is limited to a maximum of $3.00 per hour during the first year of this contract.

Starting 10/1/73 all individuals who were held to the above limitations for the year 10/1/72 to 10/1/73 shall be placed at the correct step commensurate with their semesters of service and compensated therefor at the rate established for such step. Subsequent movement on the salary schedule shall be made based upon the number of semesters taught as specified above.

SALARIES FOR SPECIAL GROUPS

Those employees identified in Sections: 7.5a and 7.5b of the Summer Session, Part time and Evening Session Faculty contract which expired August 31, 1972 shall continue as a special group treated and compensated in the same manner as in the above mentioned contract. No further individuals shall be added to this group. No later than 5/15/72 all part of a program individuals shall be evaluated by each department to determine whether they want them as full time members of the department. If the department votes not to make them full time members, then they cannot teach a full program as of September 1, 1973.

PART TIME STAFF AND TECHNOLOGISTS - HOURLY RATES

Rank		9/1/72	10/1/72	10/1/73	9/1/74
(a)	Clerical Asst.	$3.50	$3.50	$4.50	$5.50
	Switchboard Asst.	3.75	3.75	4.75	5.75
	Duplicating Machine Oper.	4.25	4.25	5.25	6.25
(b)	Keypunch Operator	$4.50	4.50	5.50	6.50
	Offset Press Oper.	5.00	5.00	6.00	7.00
	Clerk Typist	5.50	5.50	6.50	7.50
	Accounting Clerk I	6.00	6.00	7.00	8.00
	Mail Clerk				
	Switchboard Operator				
	Secretary I				
	Library Clerk				
	Stockroom Asst.				
(c)	Payroll Analyst	$5.00	$5.00	$6.00	$7.00
	Secretary II	5.50	5.50	6.50	7.50
	Accounting Clerk II	6.00	6.00	7.00	8.00
	Personnel Assistant	6.50	6.50	7.50	8.50
	Department Secretary				
	Library Aide				
	Purchasing Assistant				
(d)	Administrative Secretary	$5.50	$5.50	$6.50	$7.50
	Supervisor of Messenger, Mail & Mimeograph	6.00	6.00	7.00	8.00
		6.50	6.50	7.50	8.50
		7.25	7.25	8.25	9.25
		7.75	7.75	8.75	9.75
		8.25	8.25	9.25	10.25
		8.75	8.75	9.75	10.75
(e)	*Non-Classroom Technologists A	$5.00	$7.50	$9.50	$12,00
	Classroom Technologists	5.50	8.50	10.50	13.00
	Materials Assistants	6.50	9.50	11.50	14.00

* The compensation for part time work performed by these individuals and in the employ of FIT as of September 1, 1972 shall not be subject to the maximum hourly rate set forth in the salary schedule.

Compensation for part time work shall be increased by normal annual increments equal to those shown in the aforementioned schedule. For every two semesters worked the individual will move up a step as if a salary schedule had existed, subject to a maximum hourly rate equal to step six as if such step were in effect.